**Unmounted Program Intern**

Reports to: Program Director

Hours:TBD based on internship credits

Compensation**:** Unpaid internship for college credit

**Organizational Overview:**

UpReach Therapeutic Equestrian Center, Inc. is a nonprofit organization dedicated to inspiring hope, fostering independence, and improving the physical, emotional, and psychological well-being of individuals with and without disabilities by partnering with the power of the horse.

**Position Summary:**

Unmounted program interns will gain a wide range of experience in program support. As an unmounted program intern, you will have the opportunity to be involved in multiple areas to experience the daily functions of a nonprofit organization. There will be a focus on Equine Assisted Learning (EAL) and psychoeducational programs. This is primarily an administrative position with limited interaction with horses and participants. All unmounted program interns must complete a volunteer training session as well as Taking the Lead training. Prior horse experience is not required.

**Key Responsibilities:**

* Provide direct support to the Program Director in the development, implementation, and evaluation of new and current curriculums and programing
* Learn about disabilities awareness and community mental health needs, choosing words with dignity and person-first language
* Work directly with the Program Director and other staff members as a community partner taking part in various community initiatives and events
* Assist in the collection, analysis, and reporting of current program data
* Other duties as requested

**Skills and Experience:**

* Experience with Microsoft Suite especially Word, Excel, and PowerPoint
* Be an effective communicator, both written and oral, as well as demonstrate professionalism and maintain confidentiality with participants, volunteers, and staff
* Able to balance various projects simultaneously with attention to detail and follow through
* Contribute input and creative ideas and most importantly have enthusiasm for the mission of UpReach and those we serve

**To apply:**

Please submit a cover letter and resume to Kristen@upreachtrc.org. Subject line: Unmounted Program Intern.